



2014 KAGC Fall Conference Grand Slam Communications

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PowerPoint Triple Play

Design | Effects | Presentation

Design

- .Be Prepared
- .Reduce Text
- .Increase Font Size
- .Simplify Charts/Data
- .Use Quality Images
- .Choose a Theme

Effects

- .Animations
- .Transitions
- .Embedded Video
- .Timing is Everything

Presentation

- .Tell A Compelling Story
- .Have Handouts?
- .Know Your Stuff
- .Put On Your Game Face

Five Rules for Creating Great Presentations, by Nancy Duarte:

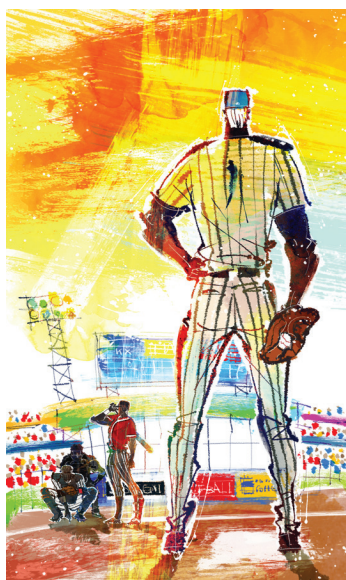
<http://office.microsoft.com/en-us/templates/duarte-s-five-rules-presentation-TC101674555.aspx>

Duarte's 5 Tips:

- RULE #1: Treat your audience as king.
- RULE #2: Spread ideas & move people.
- RULE #3: Help them see what you're saying.
- RULE #4: Practice design, not decoration.
- RULE #5: Cultivate healthy relationships with your slides—and your audience.

(BONUS)

Nancy's Golden Rule: Never deliver a presentation you wouldn't want to sit through yourself.



Life After Death by PowerPoint 2010, by Don McMillan:

<http://www.youtube.com/watch?v=KbSPPFYxx3o>

AKA How NOT to Do PowerPoint

- .Too much text
- .Too small text
- .Too big text
- .Moving text
- .All small letters/All caps
- .Excessive bullet pointing
- .Pointless motion
- .SAOD (Severe Acronym Overload Disorder)
- .Unnecessary charts

Keyboard shortcuts for use while delivering a presentation in PowerPoint 2010

TO DO THIS	PRESS
Start a presentation from the beginning.	F5
Perform the next animation or advance to the next slide.	N, ENTER, PAGE DOWN, RIGHT ARROW, DOWN ARROW, or SPACEBAR
Perform the previous animation or return to the previous slide.	P, PAGE UP, LEFT ARROW, UP ARROW, or BACKSPACE
Go to slide number.	number+ENTER
Display a blank black slide, or return to the presentation from a blank black slide.	B or PERIOD
Display a blank white slide, or return to the presentation from a blank white slide.	W or COMMA
Stop or restart an automatic presentation.	S
End a presentation.	ESC or HYPHEN
Change the pointer to a pen.	CTRL+P

Keyboard shortcuts for use during a presentation in PowerPoint 2010

TO DO THIS	PRESS
Stop media playback	ALT+Q
Toggle between play and pause	ALT+P
Increase the sound volume	ALT+Up
Decrease the sound volume	ALT+Down
Mute the sound	ALT+U

Keyboard shortcuts for use while creating a presentation in PowerPoint 2010

<http://office.microsoft.com/en-us/powerpoint-help/keyboard-shortcuts-for-use-while-creating-a-presentation-in-powerpoint-2010-HP010336519.aspx>

PowerPoint 2010 keyboard shortcuts

<http://office.microsoft.com/en-us/powerpoint-help/powerpoint-2010-keyboard-shortcuts-RZ102673177.aspx>

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